

Approved Emmet County Board of Supervisor Minutes
February 18, 2025, at 08:30 a.m.
Regular Meeting
Board Room, Courthouse

Present: Lisa Hansen, Chair; John Pluth, Jeff Quastad, Todd Glasnapp, Tim Schumacher

Media: Ed Funston, Mike Tidemann

Emmet County Employees present: Melanie Summers Bauler, Heidi Goebel, Barb Bohm

Chairman Hansen, called the meeting to order. All in attendance recited the Pledge of Allegiance. Motion by Quastad, second by Schumacher to approve the minutes of the last meeting 2.11.2025 also approve them for publication. Motion to approve the agenda by Glasnapp, second by Pluth. All Ayes, motion carried.

Committee updates: Quastad-planning and zoning giving board a draft of wind energy (on agenda for today); Board discussed advertising for Zoning Director: NWIPD would contract zoning services at \$60 per hour plus mileage.

Public forum: Summers Bauler got a brief update from Ahlers and Cooney for the IUC briefing schedule regarding the Summit Pipeline permit.

Board discussed overall wage requests received in budget sessions. Board considered the FY 2026 Emmet County Compensation Board recommendation of 5% increase for sheriff and county attorney; 3% for recorder, auditor, treasurer, supervisors.

Motion by Glasnapp, second by Schumacher to approve the FY 2026 compensation board recommendations of 5% for sheriff, 5% for county attorney, 3% for Recorder, Auditor, Treasurer, Supervisors.
Vote: Hansen, Schumacher, Glasnapp-ayes; Pluth and Quastad-nays. Motion carried.

Board then reviewed the corresponding wage matrix for the clerks of the offices of recorder, auditor and treasurer based on the approved elected official % increase. Motion by Pluth to approve the FY26 wage matrix striking the last sentence, second by Schumacher. All ayes. Motion carried.

Approved wage matrix detailed as follows:
FY 2026 Wage matrix for the clerks of the offices of recorder, auditor, treasurer.
Auditor, Treasurer, Recorder Dept Head Salary FY26= $\$72,248.73/2080=\$34.73$
 $(70144.40 \times 3\% = 2104.33 \quad 72248.73/2080 = 34.73)$

Fiscal year 2026 Wage Matrix Scale for Auditor’s, Treasurer’s, Recorder’s Office:
Take the elected official’s Board of Supervisors approved fiscal year salary, divide this by 2080 hours (40-hour work week). This becomes the elected official’s hourly wage. The following scale is based on the ELECTED OFFICIAL’S HOURLY wage.

Starting hourly wage:	58% of elected hourly	\$20.14
On your anniversary date at one year of service:	61% of elected hourly	\$21.19
On your anniversary date at two years of service:	64% of elected hourly	\$22.23
On your anniversary date at three years of service:	67% of elected hourly	\$23.27
On your anniversary date at four years of service:	70% of elected hourly	\$24.31
On your anniversary date at five years of service:	73% of elected hourly	\$25.35

After six years of employment, there will be no more anniversary wage matrix step raises but the approved COLA fiscal year raise in July will still be added to your hourly rate. The increase for employees after six years of employment will be the approved COLA each fiscal year.

Approved fiscal year Cost of Living Adjustment (COLA) will be applied in the July payroll for all employees in the auditor’s, treasurer’s, recorder’s offices that fall under this wage matrix. No additional stipends will be paid outside of this wage matrix.

Consideration of the budget requests for the FY 2026 salaries of non-union, non-wage matrix, non-board ran departments. Motion to approve 3% fiscal year increase excluding weed commissioner by Quastad, second by Schumacher. All ayes. Motion carried.

Quasi-independent boards wage increases will be part of the board of supervisors’ approved budget tax asking.

Additional FY 2026 budget discussions. Auditor Goebel distributed new budget comparison reports, estimates of proposed property tax dollars with varying tax rates. Goebel also shared that on next week’s agenda would be the setting of the public hearing for the proposed tax rate letters for the House File 718 requirement and the FY26 tax rates. Letters are mailed to every landowner by taxing district. Goebel stated that these letters would be outsourced this year and not done in house.

Next budget session will be added to next week’s agenda to occur during the weekly board meeting.

Motion by Schumacher, second by Glasnapp to set the public hearing date for budget amendment #2 for March 25, 2025 at 9 a.m. All ayes. Motion carried.

Consideration of the request for the one proposal received for the Emmet County External Audit for FY 2025 for \$39,000, FY 2026 for \$43,000, FY 2027 for \$47,000 presented by Winther and Stave from Spencer, Iowa. They are the current external audit firm that Emmet County uses. Motion to approve the Winther and Stave RFP by Pluth, second by Quastad. All ayes. Motion carried.

Richard McKean, Planning and Zoning Committee, discussed the planning and zoning committee’s draft of the wind energy regulations. Discussion followed. Chairperson Hansen expressed thanks to McKean, Bohm, and the planning and zoning committee for the time involved with developing this new draft.

Discussion on current open seats on county boards still not filled: board of adjustment (one seat), planning and zoning (one seat) and a replacement for the Swan Lake township clerk due to retirement.

Motion to appoint Jeff Quastad to Swan Lake Township Clerk by Schumacher, second by Pluth. Vote: Glasnapp, Schumacher, Pluth, Hansen-ayes; Quastad abstained from voting. Motion carried.

Discussed openings on Planning and Zoning and the Board of Adjustment. Also, possibilities of zoning director position. Richard McKean, planning and zoning, shared points regarding the zoning director.

Drainage district EPA #17 by Jack Creek needs some fill in a washed-out area. Glasnapp will talk to secondary roads about the fill.

Motion by Schumacher, second by Quastad to adjourn at 10:20 a.m. All ayes. Motion carried.

Heidi Goebel, Emmet County Auditor

Lisa Hansen, Chairman